

The Concord Public Schools and Concord-Carlisle Regional School District recognizes that the success of the system is significantly linked to the health and well-being of staff and their household members. The Employee Assistance Program (EAP) and the Wellness at Work initiative provide employees and household members with resources and support to create and sustain balanced living.

The Employee Assistance Program (EAP)

The employee assistance program provides confidential counseling and referral services to staff members and any member of their household for personal and family problems and issues. EAP services are designed to help employees and their household members accurately identify personal problems and work to resolve difficulties. The clinicians are experienced, highly trained professionals. All have a Master's degree or higher in fields like counseling, social work or psychology. Most have more than 5 years experience and all are trained in short term counseling and licensed or certified in Massachusetts.

Counseling Services

A selected sample of counseling issues covered by EAP services are:

- Anger, anxiety, or grief
- Communication issues
- Drinking or drug use
- Domestic violence
- Eating issues
- Health problems
- Marital, relationship, or family concerns
- Mood swings, depression
- Parenting
- Stress
- Work issues or performance problems

Work/Life Information and Referral Services

The Work/Life Information and Referral Services is designed for employees in need of childcare and eldercare resources. Employees can receive immediate referrals to pursue resources directly themselves. Emergency requests are processed within 6 hours.

The work/life database includes more than 1.2 million childcare resources and 400,000 eldercare resources. Services include:

- Parenting information and resources
- Prescreened childcare and eldercare resources

- Checklists for choosing childcare
- After-school care
- Summer camp information
- College planning
- Educational assistance
- Adoption information and referral

Comprehensive educational materials are available to assist employees in making educated, effective decisions. Materials include articles, pamphlets, videotapes, questionnaires, tip sheets, checklists, information packets, charts, resource guides and publications. A website is available as an on-line supplemental resource for educational materials.

Work/Life and Wellness Interactive Website

The EAP also offers an interactive web-based library of resources to employees, family and household members. The research is available; the tailored tools are in place. All that is needed is a computer, the time to find answers to questions and the desire to explore a world of resources available for further investigation. You will find hundreds of references, articles, online and video streaming programs, interactive tools, calculators, Federal and State documents, and more, for the following general categories:

- Emotional Well-being
- Family Life
- Finances
- Health
- Law
- Personal Growth

New Parent Transition Program

All employees who are new parents of natural or adopted infants are invited to participate in this telephonic time management program. New parents will work with a Family Management Coach to learn how to structure their lives to best balance the demands of a new baby, family and work responsibilities.

The following three-stage program starts when the parent to-be begins a leave from work and continues through the first three months after a return to work.

- Life with Baby
- Planning and Preparing Your Return to Work
- Transitioning Back To Work

Budget and Debt Counseling Services

Employees with credit and budgeting problems can access budget and debt counseling services through the EAP.

Following is a list of some content areas included in the program:

- Credit and Debt
- Collection problems
- Consolidating debt
- Dealing with bill collectors
- Developing a household budget
- Internal Revenue Service (IRS) concerns

Legal Consultation and Referral Services

Employees seeking legal help can access an EAP professional.

Clients receive the following services:

- Free 30-minute telephone consultation, as often as required
- Referrals to attorneys in their area who provide a free 30-minute face-to-face meeting and further legal services at a 25% reduction in fees.

Additional legal information is available to employees. Tip sheets, articles, links and attorney searches are available on an array of legal matters. You can investigate issues such as consumer problems, divorce, custody concerns, probate, real estate and many more legal subjects.